

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SECURITY ELECTRONICS SPECIALIST
CLASS CODE: 3100

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 4/16/08 (Revised 11/01/2005 version)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under the general supervision of the Maintenance Supervisor, designs, constructs, installs, and maintains electronic security systems, including security computer software, hardware, and video surveillance equipment.

CLASS CHARACTERISTICS

This is the journey classification level designing, installing, and maintaining electronic security systems.

ESSENTIAL FUNCTIONS

Engineers, installs, maintains, remodels, and repairs security systems, programmable logic controls, and other electronic systems. Designs and implements modifications of systems to meet changing needs.

Designs and implements video surveillance and closed-circuit television systems. Ensures proper operation of digital recording systems. Produces evidentiary copies of recorded incidents for use in administrative and court proceedings.

Performs inspection audits of security systems to locate, isolate, and mitigate potential problems related to facility security and staff safety.

Installs, inspects, maintains, remodels, and repairs door and lock controls, fire alarm systems, intercoms, cable television systems, and in-house Dictaphone telephones.

Consults with County departments to design and implement various electronic surveillance and/or security systems.

Designs and builds electronic, video, and audio circuits for various uses throughout the County.

Supports temperature controls, low voltage lighting, boiler control, and other electronic and institutional electrical systems.

Responds to emergency situations on an on-call basis as assigned.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Serves as support for telephone and microwave systems.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in reading, writing, and advanced math; Knowledge of electronic theory and design principals; Knowledge of system configuration theories, and techniques involved in implementing and maintaining programmable logic controllers (PLC); Ability to interpret standard plans, blueprints, electronic schematics, and engineering diagrams; Skill in word processing and specialized computer programs; Skill in the use of hand and power tools and in metal fabrication, welding, and soldering; and Ability to communicate effectively verbally and in writing.

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PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled rooms and in partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to potentially hazardous situations.

EDUCATION AND EXPERIENCE

Equivalent to an Associates Degree in electronic technology; and four (4) years journey-level work experience designing and maintaining electronic systems of which (1) one year includes working with Programmable Logic Controllers (PLC). Selected applicants may be subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.